

Classification

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Non Ceiling Personnel Categories

2. TYPE
OF
REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE
ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Quarterly

6. DISTRIBUTION (No. of components not number of copies)

1 0/Personnel

7. FORMAT (memorandum, form computer print-out, etc)

Form

8. ADP PROCESSING

☐ YES
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Ex-Dir-Compt MMemo, 16 Apr 69

10. PREPARING COMPONENT (include lowest level contributing information to report)

Personnel Offices within DD/S&T

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 253.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report was established at the request of the Ex-Dir-Compt as a result of a task force study which developed the Percon System. The Agency for years had depended upon a hand count to advise top management of the contractual ceiling of each Directorate. As a result of the Ex-Dir-Compt's memo, the Director of Personnel was charged with the responsibility of maintaining a computer system to report contractual ceilings. The input to this system was started in February 69 and became a firm requirement on 1 July 69.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

21 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

O/DDS&T

18. EXTENSION